

ADM-16.12, "Management of Agriculture Farm Lands and Programs," February 24, 2014
SCDC POLICY/PROCEDURE

NUMBER: ADM-16.12

TITLE:MANAGEMENT OF AGRICULTURE FARM LANDS AND PROGRAMS

ISSUE DATE: February 24, 2014

RESPONSIBLE AUTHORITY: Division of Support Services

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-16.12 (January 1, 2011); (August 1, 2007); (June 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 4-4038, 4-4195, 4-4196, 4-4215,4-4323, 4-4331

STATE/FEDERAL STATUTES: None

PURPOSE: To delineate responsibility and provide guidance for the management of agriculture farmlands and programs.

POLICY STATEMENT: To minimize overall food costs for the Agency and to provide constructive employment for inmates, the Agency will maintain an agricultural program which will utilize Agency farm lands, buildings, and equipment to maximize harvests in compliance with all requirements of the U.S. Department of Agriculture, Occupational Safety and Health Administration (OSHA), South Carolina Department of Health and Environmental Control (DHEC), and the Environmental Protection Agency (EPA).

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SPECIFIC PROCEDURES:

1. ADMINISTRATION AND MANAGEMENT:

1.1 The Division Director of Support Services will have overall supervision of all agriculture activities for SCDC.

1.2 The Agriculture Branch Chief will have overall supervision of all Agriculture activities for SCDC and will report to the Division Director of Support Services. The Agriculture Production Manager will have general supervision of all agriculture activities except the dairy operation for SCDC and will report to the Agriculture Branch Chief. The Dairy Manager will have day-to-day supervision of the dairy operation and will report to the Agriculture Branch Chief. A Farm Manager for Wateree, Walden and MacDougall Farms will report to the Agriculture Production Manager.

1.3 The Agriculture Branch is composed of the following three (3) Farms:

- Wateree Farm

- Walden Farm

•MacDougall Farm

Each Farm has a Farm Manager who is responsible for the day-to-day supervision of the various activities on each farm.

Wateree Farm has row crop, beef, farm maintenance (which includes a mechanic shop, welding shop, farm construction, heavy equipment and sawmill), hammermill, and grist mill operations. The dairy operation is also located at the Wateree Farm, but is not part of the Farm Manager's supervision.

Walden Farm has edible and row crops, honeybee, hay production, greenhouse, and beef cattle operations.

MacDougall Farm has poultry, hay and edible crop operations.

A Program Coordinator who reports to the Farm Manager will supervise each operation.

1.4 Inmate Workers: Inmates will be selected to work in the Agriculture program based on the needs of the Agency. Some restrictions may apply to inmates selected to work in certain specialized programs (e.g., dairy). Inmate workers will receive orientation and training specific to their assignment.

1.5 All employees and inmates will be required to be in compliance with SCDC Policy/Procedure ADM-16.03, "Occupational Safety and Health Program."

1.6 Employees will report any and all work-related incidents/accidents involving staff and inmates on SCDC Form 19-29, "Incident Report." This report, to include detailed information leading up to the incident/accident and any action taken, should be forwarded through the respective supervisory chain of command to the Institutional Warden and the Agriculture Branch Chief. The Agriculture Branch Chief will forward copies of all "Incident Reports" to the Division Director of Support Services for information and MIN dissemination, if required. The Agriculture Branch Chief will also forward copies of "Incident Reports" involving inmates to the appropriate institutional Warden.

1.7 When required by statute, food products that are grown or produced within the Agency will be inspected and approved by the appropriate government agency. There will be a distribution system that ensures prompt delivery of food to institutional cafeterias. (4-4323)

2. FARM PLANS, RECORDS, REPORTS, AND ACTIVITIES: The Program Coordinators will be responsible for planning farm activities. The Agriculture Farm Managers will review these plans for approval, and submit to the Agriculture Branch Chief for concurrence.

2.1 The Farm Managers will be responsible for compliance with statutory and regulatory requirements applicable to all existing or changed farm operations, including but not limited to, compliance with requirements of the U.S. Department of Agriculture, OSHA, DHEC, and the EPA regarding products

generated or used by the SCDC Agriculture Program. (4-4323)

2.2 Reports will be generated monthly by each Program Coordinator for each farm operation and will be submitted to the Branch Business Manager no later than the third business day of the month which follows the reporting month.

2.3 Planning will show the required funds, the kinds and scope of crop and livestock enterprises, and the needed supplies and facilities, and will be developed by the following means:

2.3.1 The Branch Business Manager will prepare the projected farm budget and will obtain the concurrence of the Agriculture Branch Chief no later than May 31 of each year.

2.3.2 The Farm Manager will submit to the Agriculture Production Manager his/her planting intentions, fertilizer needs, seed requirements, and equipment requirements by December 1. The Agriculture Production Manager will review plans and submit to the Agriculture Branch Chief no later than December 1 for approval.

2.3.3 The Farm Maintenance Program Coordinator will submit to the Farm Manager an annual estimate of needed construction and equipment, supported with a description, justification, completion schedule, and cost estimate of each item no later than May 15 of each year. The Farm Manager will submit to the Agriculture Production Manager who will submit this estimate to the Agriculture Branch Chief no later than May 31 for approval.

2.3.4 All keys will be maintained and handled in accordance with SCDC Policy/Procedure OP-22.17, "Key Control." (4-4195)

2.3.5 A complete inventory of all farm products, livestock, gas, oil, diesel fuel, farm chemicals, tools, and supplies will be submitted to the Branch Business Manager by July 10 of each year. Inventories regarding toxic, caustic, and flammable material and tools will be maintained in accordance with SCDC Policies/Procedures ADM-16.03, "Occupational Safety and Health Program," and OP-22.02, "Tool Control." (4-4195 and 4-4215)

2.3.6 All "Incident Reports" of lost/missing tools will be forwarded to the appropriate institutional Warden.

3. PROCUREMENT PRACTICES: Procurement practices will follow the S. C. Procurement Code and SCDC policies/procedures relating to procurement. Program supervisors will submit all requisitions for supplies, equipment, and services through their respective Program Coordinators and the Agriculture Production Manager to the Branch Business Manager for approval. (4-4038)

4. DAIRY AND BEEF CATTLE PROGRAM:

4.1 Beef Cattle Program:

4.1.1 Beef herd will be located at, but not limited to, the Wateree River and Walden farms.

4.1.2 The total number of beef cattle located at each farm will be determined by availability of appropriate pasture, market performance, and overall herd evaluation. The Beef Program Coordinator will set the number of cattle to be located at each farm with the approval of the Farm Manager and Agriculture Production Manager with concurrence of the Agriculture Branch Chief.

4.1.3 Bulls will be maintained for breeding at a ratio of one (1) bull for every 25 brood cows. SCDC will also maintain one (1) extra bull for backup and one (1) "easy-calving" bull to be used for first year replacements.

4.1.4 Replacement heifers will be kept from each year's calf crop. The Beef Program Coordinator will select these, and the number will vary as to quality and quantity of available heifers.

4.1.5 Three (3) brood cow operations will be maintained: a commercial herd of crossbred cows, a registered Angus herd, and a registered Hereford herd.

4.1.6 The commercial herd will be broken down into breeding herds numbering not more than 25 cows each. The registered herd number will vary with the quality and quantity of available registered heifers.

4.1.7 The commercial brood cows will be exposed to the bulls from February 15 until April 15 of each year. The registered herd will be artificially inseminated and the sires will be selected through computer matching to ensure quality calves for registering and genetic engineering.

4.1.8 All brood cows will be dewormed two (2) times per year. There will be two (2) active dewormings each year. The active or "hands on" deworming will be no later than March 31 for the spring and no later than September 15 for the fall.

4.1.9 The calves in the commercial herd will be weaned during the period of July 25 to August 15. The calves in the registered herd will be weaned 205 days after birth.

4.1.10 Commercial calves will be weighed at birth and at weaning. Registered calves will be weighed at birth, at weaning, and at one (1) year old.

4.1.11 Commercial and registered calves will receive shots for calfhood diseases at weaning and a booster shot two (2) weeks later. Crossbred brood cows will receive shots no later than September 15. Registered brood cows will receive shots no later than three (3) weeks after weaning. E.I.D. tags will be put into all calves before sale.

4.1.12 All calves will be tagged at birth; the ear tag number will be recorded in the inventory and used for any animal transfers.

4.1.13 All calves not deemed as herd replacements will be sold at public auction and a bill of lading will be prepared containing the total number of calves, ear tag number, sex of and description of each calf and the destination of the load. The bill of lading will be signed by the Beef Cattle Supervisor/Designee, driver and verified by the Branch Chief or Business Manager. The front gate officer's signature will also be required at Wateree Correctional Institution only. Copies of the bill of lading will be maintained in the Beef Cattle Supervisor's files and a copy will be attached to the settlement check and verified for accuracy.

4.1.14 A master ear tag inventory will be conducted twice yearly - in February before breeding season and immediately following the calf sale. This inventory will be reported to the Production Manager to be verified against the master inventory maintained in the Agriculture Branch office.

4.2 Dairy Operation:

4.2.1 Dairy herd will be located at, but not be limited to, Walden and Wateree River farms.

4.2.2 The number of milking dairy cows will be determined by the milk needs of the Agency and the facility's capacity.

4.2.3 The Dairy herd will consist primarily of, but not be limited to, Holsteins and Jersey dairy cows.

4.2.4 All breeding will be done by artificial insemination. The semen will be selected by the Dairy and Beef Program Coordinator for proper genetics to continue to improve the dairy herd. A minimum of one (1) Holstein and one (1) Jersey bull will be kept for cleanup.

4.2.5 Heifers will be kept for replacements. Bull calves will be carried to the livestock market and sold.

4.2.6 Heifer calves will be given vaccinations as follows:

- E.Coli within 24 hours of birth;
- upper respiratory, 7 way Clostridial, Pasturella before weaning;
- booster at 6 to 8 months of age;
- wormed at weaning and two (2) times per year;
- Brucellosis vaccine at 4 to 8 months of age (administered by Veterinarian);and
- an annual booster of all vaccines, excluding Pasterella.

4.2.7 Cows will be vaccinated as follows:

- upper respiratory annually;
- Lepto two (2) times a year;

- J-Vac and wormed at freshening and drying off;
- and Lysigin semi-annually.

4.2.8 The Dairy Operations Supervisor will cull milking cows for low production, health reasons, non-reproductive reasons, and other reasons deemed to be counterproductive. These culls will be carried to a livestock market and sold at auction as necessary.

4.2.9 Any milk that is above the needs of the Food Service Branch and the Department of Juvenile Justice will be deemed surplus and sold in tanker loads. This will be whole milk and will not have the cream separated.

4.2.10 Any animals that are not needed to maintain breeding stock numbers (as determined by the Dairy Program Manager with the approval of the Agriculture Branch Chief will be sold/disposed of by public auction.

4.2.11 All pharmaceuticals, to include syringes and needles, used for SCDC animals will be stored in a locked cabinet or locked refrigerator behind a locked door.

4.2.12 An inventory sheet of all pharmaceuticals, to include syringes and needles, with updated additions and dispersals will be maintained in the appropriate Program Coordinator's office.

4.2.14 All dairy calves will be tagged at birth. Bull or steer calves will be tagged using the following system: tags will have J for Jersey, X for crossbred or H for Holstein followed by the numerical number of the month born and a sequential number beginning with one for each bull or steer calf born that will reset to one for the next ensuing month. On the backside of the ear tag, the dam's number, and the birth date of the calf will be recorded.

4.2.15 An inventory of the dairy calves will be maintained at the Dairy calf barn and will be updated as calves are born or sold.

4.2.16 Dairy animals that are sold must have a bill of lading that contains the following:

- a sequential number of the animal,
- ear tag number,
- description, and
- pertinent comments about the animal.

The bill of lading must also contain the appropriate Dairy supervisor's signature, driver's signature, Branch Chief, or Business Manager's signature, front gate officer's signature, and destination of the load. Copies of this bill of lading will be maintained at the Dairy and Agriculture Branch office and a copy will be attached to the settlement and verified for accuracy.

4.2.17 All contaminated, disposable instruments/tools will be discarded in sealable, puncture resistant, leak-proof, color-coded, red biohazard containers. These will be maintained in a secured area under lock and

key. (4-4331)

4.3 Cattle Illness/Death:

4.3.1 In the event a cow becomes ill, the Agriculture Dairy Manager or designee will contact a veterinarian and arrange to have the animal checked. If the veterinarian determines that it is necessary, the animal will be euthanized. Euthanization will be administered by an approved certified employee.

4.3.2 If an SCDC owned cow dies or is euthanized, it will be buried in a location to be determined by the Agriculture Branch Chief or designee. The "SCDC Division of Support Services Condemnation Report" (internal form available from the Agriculture Branch) will be completed whenever an animal dies or is euthanized.

4.3.3 A personal weapon may be brought onto SCDC property in accordance with SCDC Policy/Procedure OP-22.88, "Game Management on SCDC Property," for the purpose of euthanizing animals. Weapons used for this purpose must be approved by the Warden/Designee. Documentation of the euthanization of the animal must be recorded on SCDC Form - "Division of Support Services Condemnation Report."

4.3.4 All cattle history will be tracked through a computer software program.

4.3.5 In the event of the death of a cow or calf (beef or dairy), verification of the animal's identification will be made through photographic evidence and said verification attached to the SCDC Division of Support Services "Condemnation Report." Verification will include participation by a disinterested third party.

5. POULTRY OPERATION:

5.1 Poultry:

5.1.1 Poultry laying houses will be located at, but not limited to, MacDougall Farms.

5.1.2 Houses at MacDougall Farm will consist of approximately 30,000 - 60,000 birds. The total number of houses will be determined by the permit limit.

5.1.3 The breed of the laying chickens will be determined by the MacDougall Farm Manager with the approval of the Agriculture Production Manager and concurrence of the Agriculture Branch Chief.

5.1.4 The litter produced by the chickens will be disposed of as allowed and prescribed by a permit issued by the South Carolina Department of Health and Environmental Control. This disposal will be documented according to requirements of the DHEC permit.

5.1.5 Eggs will be gathered each day and cleaned, packaged, and stored for distribution to the Food Service Branch.

5.1.6 Any eggs produced above the needs of SCDC will be determined as excess and will be sold. The revenue from the sale will be deposited in the Farm Revenue account.

5.1.7 The Poultry operation at MacDougall's Farm will manufacture plastic egg flats for use in the packaging and shipment of eggs. Any plastic egg flats produced above the needs of the Agriculture Branch will be determined as excess and will be sold. Funds from the sales will be deposited into the Farm Revenue Account.

5.1.8 The MacDougall Farm Manager, with the approval of the Agriculture Production Manager will develop, implement, and maintain a bio security program for the MacDougall Farm operation. This plan will contain detailed procedures for the control and prevention of infectious diseases to the poultry flock. This program will be updated annually with all changes or modifications submitted through the Agriculture Branch Chief to the Division Director of Support Services for approval. A copy of the related procedures may be obtained by writing/phoning the SCDC Agriculture Branch Office, P.O. Box 189, Rembert, South Carolina 29128-0189, (803-896-3467).

5.2 Hammermill Operation:

5.2.1 All grains produced on SCDC farmlands will be stored at the grain bins located at the Hammermill operation at the Wateree River farm.

5.2.2 Feed for livestock operations will be manufactured at the Hammermill. The Hammermill Supervisor will be responsible for proper formulation in accordance with each Livestock Operation Supervisor.

5.2.3 The Hammermill Supervisor will be responsible for forwarding requests for all feed additives through the Wateree Farm Manager to the Branch Business Manager for approvals.

5.2.4 The Hammermill Supervisor will send a monthly inventory of all grains stored and feed additives on hand to the Branch Business Manager by the third business day which follows the last day of the reporting month.

6. CROP PRODUCTION (ROW AND EDIBLE CROP):

6.1 Soil samples of every field on all farmlands will be taken each year by September 15 and submitted to the nearest county extension office for analysis. These soil samples will be used to determine the type and amount of fertilizer and the amount of lime needed for proper crop growth.

6.2 Crop varieties will be selected by the Wateree Farm Manager or the Walden Farm Manager with approval of the Agriculture Production Manager and concurrence of the Agriculture Branch Chief.

6.3 Production potential, storage capability, Food Service Branch requirements, and livestock feed requirements will determine acreage amounts of each crop.

6.4 The Wateree Farm Manager or the Walden Farm Manager will request with the approval of the Agriculture Production Manager and concurrence of the Agriculture Branch Chief, through the Branch Business Manager, the fertilizer and lime for all farmlands, to include pastures, by December 1 of each year.

6.5 Planting dates recommended for the area, together with staff experience and evaluations of conditions of a given year, will be used to select proper planting dates.

6.6 Harvesting will begin when crops mature. The Wateree Farm Manager or the Walden Farm Manager will determine the maturity and beginning date for harvesting.

6.7 Any row or edible crops that are over and above Food Service Branch or Livestock needs may be deemed to be surplus and sold. Revenue received from all such sales will be deposited into the farm revenue account.

6.8 The Wateree Farm Manager or the Walden Farm Manager will maintain a "log book" of each crop/field planting, growth, and harvesting history.

7. FARM MAINTENANCE:

7.1 Mechanic Shop:

7.1.1 The Farm Maintenance Program Coordinator will be responsible for all tool, parts, fuel, and supply inventories and will report to the Wateree Farm Manager. All tools will be maintained in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control."

7.1.2 The mechanic shop will be responsible for all minor maintenance to all tractors owned by the SCDC for use in agriculture activities. Major problems will be referred to Central Maintenance Shop, Transportation Branch, in Columbia. The decision to classify problems as major or minor will be the responsibility of the Farm Maintenance Program Coordinator with the approval of the Wateree Farm Manager.

7.1.3 Fuels will be stick measured each morning. Accuracy will be checked and any discrepancies noted in a log book by the Farm Maintenance Program Coordinator.

7.1.4 All requisitions for parts, filters, oils, welding supplies, or other related supplies will be submitted by the Farm Maintenance Program Coordinator through the Wateree Farm Manager to the Branch Business Manager for approval.

7.1.5 The Farm Maintenance Program Coordinator will be responsible for implementation and adherence to all applicable SCDC policies/procedures.

7.2 Welding Shop:

7.2.1 The Welding Shop Supervisor will be responsible for all tools, gases, supplies, and parts in the welding shop and will report to the Farm Maintenance Program Coordinator. Tools will be maintained in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control."

7.2.2 The welding shop will be responsible for minor welding repairs on vehicles and equipment owned by the SCDC for use in agriculture activities.

7.2.3 The Welding Shop Supervisor will be responsible for the implementation and usage of all safety devices and rules for the activities conducted in the welding shop.

7.3 Farm Construction, Sawmill, and Heavy Equipment:

7.3.1 The Farm Construction Supervisor will be responsible for the operation of the farm construction, sawmill, and heavy equipment operations and will report to the Farm Maintenance Program Coordinator. Tools will be maintained in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control."

7.3.2 The farm construction operation will be responsible for the construction for all projects on Agriculture Branch farms.

7.3.3 The Farm Construction Supervisor will be responsible for obtaining all necessary permits and completing any and all required forms for the construction projects.

8. TIMBER MANAGEMENT:

8.1 The Timber Management Program Coordinator will be responsible for the evaluation, recommendation, and implementation of the Timber Management Plan.

8.2 The Timber Management Program Coordinator along with the State Forestry Commission will prepare the necessary documentation for yearly timber sales with the approval of the Agriculture Production Manager with concurrence of the Agriculture Branch Chief.

8.3 The Timber Management Program Coordinator will advise as to the location of timber to be harvested for use at the Sawmill operation and will obtain the concurrence of the Agriculture Production Manager.

9. HONEYBEE OPERATION:

9.1 The Honeybee Operation Program Coordinator will be responsible for the operation and implementation of the program to include hive construction, installation of packets of bees, medication, queen rearing, splitting and placement of new hives, and the extraction of honey.

9.2 The Honeybee Operation Program Coordinator with the approval of the Walden Farm Manager and concurrence of the Production Manager will requisition all necessary supplies needed for the operation and expansion of the program.

9.3 The Honeybee Operation Program Coordinator will be responsible for training inmates in the necessary duties needed to ensure proper operation.

10. PROTECTION OF CROPS AND LIVESTOCK:

The Agriculture Branch Chief will monitor the development and health of crops and livestock. When the crop yield or the health of the crops or livestock is endangered by wild game, the Division Director of Support Services may schedule a hunt for the species that is causing the harm. The Agriculture Branch Chief will coordinate all such hunts with the SCDNR to obtain the necessary permits and will ensure that every hunt meets all SCDNR requirements.

11.DEFINITIONS:

Agriculture Program refers to any program related to agriculture to include, but not limited to: Dairy Operations, Beef Cattle Program, Poultry Operations, Row Crop Operations, Hammermill Operations, Edible Crop Operations, Timber Management, Mechanic Shop, Honeybee Program, and Farm Construction.

Farm Lands refer to all land owned by the South Carolina Department of Corrections that is under production or supports agricultural production.

Surplus Products refer to any farm product deemed excess by the Division Director of Support Services.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

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